

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
September 21, 2017**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Veteran's Affairs office located in Dover, Delaware. Ms. Bhate called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

BOM MEMBERS

Lt. Frederick Calhoun	NCCPD
Renee Rigby	DSP
Marianne Kennedy	JP Court
Leann Summa	Family Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Secretary James Collins	DTI
Nancy Dietz	DYRS

STAFF

Peggy Bell	DELJIS
Mary Hansen	DELJIS
Lynn Gedney	DELJIS
Lisa Morris	DAG
Michael Kelly	DELJIS
Kelly Knutkowski	DELJIS

PUBLIC AND NON VOTING PARTIES

ALTERNATES

Jeffrey Horvath	DE Police Chiefs' Council
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Capt. Benjamin Parsons
William Texter
Stephani Ballard
Chuck Pugh
Dakevis Howard
Isabella Kaplan

I. REVIEW AND APPROVAL OF AUGUST MEETING MINUTES

BOM Public Session Minutes- A motion was made by Ms. Dietz to approve the August 2017 BOM Public Session Minutes and seconded by Ms. Summa. All approved. Motion carried.

II. HEARINGS

A motion was made by Ms. Summa to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (l)(3)(5)(6)(9) and seconded by Mr. Horvath. All approved. Motion carried.

- Case #20160766- A motion was made by Mr. Horvath stating in light of the facts of the case that the status of full access to DELJIS remain. The re-training of DELJIS and re-signing of the DELJIS Rules and Regulations has been recently completed by the Appellant, and therefor does not need to be done again. Eight approved and one opposed. Motion carried.

III. NETWORK MANAGEMENT

There was no network management update.

IV. STRATEGIC ISSUES

- DELJIS Modernization Report- There was no update.

V. COMMITTEE REPORTS

There were no committee reports.

VI. OLD BUSINESS

- Automated Usage Statistics- Ms. Bell reviewed the automated usage statistics with the attendees.
- Project Status Report-Ms. Bell reviewed the project status report with the attendees (see attached). Ms. Bell stated that the project status report doesn't include all of the operations that DELJIS does and we will receive criminal justice problem calls and find a solution. Ms. Bhate provided an example of a police agency that was having problems with their video phone and the agency's IT department was unable to resolve it. DELJIS IT staff went out to the agency's site and was able to identify the issue. Ms. Bhate stated that this was just one example of a problem that DELJIS took on to assist another agency.
- Compliance Audit Report- Ms. Bell reported that she has conducted additional site audits and the agencies who were out of compliance are working to be compliant.
- 90-Day Usage- Ms. Bell reported that she had met with DTI and the 90-day usage without logging on and archiving the user ID accounts has been changed from 90-days to 180-days. This applies only to the ACF2 ID and not the CJIS ID. DTI is going to give DELJIS a list of users who are getting close to the 180-days and prior to being disconnected, DELJIS will reach out to them.

Ms. Rigby asked if DELJIS will be reaching out to users who have already been removed. Ms. Bell stated that they are reaching out to the OJ users, but courts and DSP will need to contact DTI.

VII. NEW BUSINESS

Ms. Bell stated that DELJIS is working on the budget so it can be presented to the Budget Office. The hearing will be in November but there hasn't been a confirmed date and time.

VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

A motion was made by Lt. Calhoun to adjourn the meeting and seconded by Secretary Collins at approximately 10:50 a.m.